

PRINTING SERVICES TECHNICIAN II

DEFINITION

To operate a variety of offset and other duplicating machines, cameras, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials. Establish a preventive maintenance program and make independent decisions regarding maintenance and minor repairs; schedules, assigns and reviews the work of the print shop.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Secretary to the City Manager.

Exercises technical supervision over the Printing Services Technician I.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operate a variety of offset and other duplicating machines, cameras, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials.

Operate, maintain, clean and make minor repairs and adjustments to offset duplicating machines including mixing fountain solution, and adding ink and paper as required.

Operate, maintain, clean and make minor repairs and adjustments on other equipment used in the course of performing duties including plate-making equipment, cutters, and type setter.

Coordinate and consult with city staff on the design of special projects.

Use specified equipment to collate, punch, bind, drill, fold, pad, staple, or perforate printed materials.

Set-up graphic layout of art work for various projects.

Contact vendors and graphic artist to obtain bids and specifications for project design.

Prepare printed material for storage or delivery.

Maintain detailed records and logs of assignments completed and related information.

Maintain appropriate inventory levels; order paper and related supplies as necessary.

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EXAMPLES OF DUTIES

Format printing orders to achieve aesthetic design.

Keeps records of materials and supplies used.

Perform manual work in the receipt and distribution of printed materials.

Schedule jobs to achieve timely and efficient delivery.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operation and basic maintenance requirements of offset duplicating and related equipment including collator, plate-maker, and camera.

Various types of reproduction plates used in an offset duplicating equipment operation.

Paper, ink, chemicals, and other supplies used in duplicating processes including weights, types, and uses of paper.

Procedures, equipment and supplies necessary for the design of covers, logos, pamphlets, charts and financial reports.

Commercial and other printing processes.

Ability to:

Understand and carry out oral and written directions.

Operate and make minor repairs to offset printing and related equipment.

Maintain and conduct routine service reproducing equipment.

Make simple arithmetic calculations and write legibly.

Establish and maintain effective work relationships with City staff and outside vendors.

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Ability to:

Plan and schedule work.

Log and keep accurate records.

Create designs for financial reports and other special projects.

Estimate and calculate costs for printing and graphic layout of projects.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of responsible experience in the operation, adjustment and care of offset press and related printing equipment.

Approved by:

City Manager